The Project In charge,
NIELIT Shimla
Cedarwood Building,
Jakhoo Road, Shimla -1

Subject: - __Joining Report (After Availing Maternity Leave) – through proper channel.__

    I, _____ (Name), _____ (Designation) having employee code _____ working at _____ (School/Dept. Name), _____(District), hereby submit my joining report after availing maternity leave as per following details:

1. Leave period from date: _____ to date: _____.
2. Date of Delivery: _____ (Submit birth/discharge certificate showing the name of parents).
3. Number of Child (ern) before the said delivery_____.
4. I, also certify/undertake that, I have not worked in any other establishment for the above said period of leave.

  Date: _____   (Signature of employee)

(For School/Department Use Only)

It is recommended that the employee _____ (Name) may be granted the maternity leave benefits as per the rules of H.P. govt.

                                           Countersigned by Head of the School/Department

  Date: _____   With Stamp

Note: Joining report (in original) with certified copy of Birth Certificate must be sent by Head of the School/Department to NIELIT Shimla, Cedarwood Building, Jakhoo Road, Shimla-1 by post within 3 days of joining.

(For NIELIT Use Only)

Gross salary for last 3 calendar months:

                  I   : _____
                  II   : _____
                  III : _____

                  Total:

Attendance of last 12 months before proceeding maternity leave:

Month	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	Total
No. of Days													

  Date: _____   (Assistant)